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DD/I NOTICE

24 January 1973

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## ATTENDANCE AT ACADEMIC AND PROFESSIONAL MEETINGS

Rescission: [ ] 2 December 1970

1. Policy

Employees in the Intelligence Directorate are encouraged to attend meetings of academic and professional organizations which will keep them abreast of developments in their specialized fields.

Office heads are hereby delegated authority to permit employees to attend meetings at their own expense with no charge to annual leave, and to approve attendance at meetings at Government expense as staffing requirements and budget limitations permit.

It will be the responsibility of office heads to insure that the DDI is made aware of attendance at academic and professional meetings and to coordinate this attendance with other officers as appropriate.

2. Guides for Approval

In approving attendance at academic and professional meetings, office heads should consider the following factors:

(a) Location in relation to value or need. Travel to meetings on the West Coast is expensive and time consuming. Some meetings are usually held in alternate years in the Western and Eastern United States. A one year delay in these cases will save money and time.

(b) Repeated attendance at annual meetings. Some meetings are of value to an individual only once in

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several years. If this is the case, some other individuals should be offered the opportunity to attend.

(c) Membership. Does the individual show enough interest to be active or to retain membership in the society sponsoring the conference?

(d) Benefit to the Agency and the individual as an Agency employee.

### 3. Procedures

Office heads or their designees should approve attendance at professional meetings. Notification should then be forwarded to the DDI through ODDI Admin Staff at least four weeks prior to the scheduled meeting date. This notice should include the following information: name, location, duration, and cost of the meeting; name, grade, and position of the person attending, whether he is a member of the organization sponsoring the meeting, the last date he attended such a meeting, and if he was sponsored by the Agency.

Attendance at conferences of an academic nature should be approved by office heads or their designees and forwarded to the DDI Coordinator for Academic Relations with an information copy to ODDI Admin Staff.

Attendance at international conferences should be approved by office heads or their designees and notification made in accordance with [redacted] dated 27 November 1972. A copy of this notification should be forwarded to ODDI Admin Staff.

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### 4. Security

When an Agency employee is asked to participate as a member of a panel or to present a paper at an academic or professional meeting, he will also follow the instructions in [redacted]

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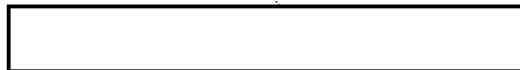
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EDWARD W. PROCTOR  
Deputy Director for Intelligence

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